



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 6, 1976	1. Agency Address Georgia Department of Human Resources Office of State & Local Affairs Affirmative Action Unit - Room 408-S 47 Trinity Avenue, S. W. Atlanta, Georgia 30334	Application Number <b>76-238</b>	
Application Number DHR-82		Date Received JUL - 7 1976	Date Completed JUL 16 1976
2. Person to Contact Mrs. Charlotte Knowles		Working Title Stenographer III	Telephone Number 656-5669
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974	Latest to date	5. Records Series Title (followed by title used in office, if different) Title VI Civil Rights Grievance Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Office of State and Local Coordination has the responsibility for coordinating the activities of the Department with the State Legislature; the Attorney General; the County Commissioners' Association; and the Municipal Association. In addition, this Office is responsible for the coordination of activities relating to rules and regulations that require Board approval of formal hearing; the coordination of the Department's efforts in providing disaster relief; and for working with the Office of Planning and Budget in maintaining a system for tracking legislation that affects the Department.  The Affirmative Action and Civil Rights Unit has the responsibility to insure that equal employment opportunities and services are provided to all staff of the Department, and to clients who seek and receive services from the Department; and to establish a program of education oriented toward Title VI and Title VII compliance; and to investigate all complaints called to the attention of the Department regarding equal opportunity.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: investigating complaints charging discrimination with respect to services available to eligible Georgia citizens. (Civil Rights Act, 1964) Included are: written statement of complaint; report of the investigation of each complaint; and disposition of complaint.  File is arranged: by number assigned by Unit.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/8</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act of 1974 - Public Law 93-579 (see attached page)
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Upon final disposition of the charge or action, place all papers in the closed file; cut off the closed file at the end of each calendar year; hold in current files area 3 years; transfer to State Records Center, hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>H. Meile Celler</i>	6/25/76	<i>Elizabeth Crank</i>	6/25/76
		<b>State Records Committee (Signature)</b>	<b>Date</b>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	7-14-76
		Secretary of State/Designee <i>Caryle Hart</i>	7-13-76
		Attorney General/Designee <i>[Signature]</i>	7-16-76